

PAS Tracing - Creating Individual Tracers

Creating Individual Tracers

The following pages will give examples of each Tracer type and the information that is required to complete the individual tracer correctly. From the Casenote Tracing Basic menu select **Patient Tracer Recordings**.

Tracing Casenotes

A = Await File	From prompts, select create tracer.
Date	Press the return key for today's date.
Tracer Type	Enter Ay to Await File (press the F1 key for help).
Hospital/Unit	Enter the Hospital code where the notes are being sent (press the F1 key for help).
Ward/Dept	Enter Med Recs (press the F1 key for help).
For Use By	This will default to AWAIT FILE.
No of Vols	Enter as appropriate, for example 1 of 1, 2 of 2, 3 of 5 etc (press the F1 key for help). If it is an episodic folder enter 1 of 1 (press the F1 key for help).
Comments	This is a coded field. If you are returning a temporary folder then enter TF in the FIRST comment field (F1 for help). If it is an episodic folder being returned for scanning type the code PRS for Pre Scanning.
Comments	Free text field, – enter any relevant comments, then press the return key. Type Ay to Accept, then press the return key.
C = Consultant	From prompts, select create tracer
Date	Press the return key for today's date.
Tracer Type	Type C for Consultant and press the return key (press the F1 key for help).
Hospital/Unit	Enter the Hospital code where the notes are being sent (press the F1 key for help).
Ward/Dept	Not mandatory (press the F1 key for help).
For Use By	Type the Consultant code or the first three letters of the surname and press the return key.

No of Vols	If a list is displayed select the correct consultant. Enter as appropriate, for example 1 o f 1, 2 o f 2, 3 o f 5 etc (press the F1 key for help). If it is an episodic folder enter 1 o f 1 (press the F1 key for help).
Comments	Add a coded comment if applicable, for example; type S for Secretary and press the return key (press the F1 key for help).
Comments	Free text field, – enter any relevant comments, then press the return key. Type Ay to Accept, then press the return key.

For a quicker hospital code search, enter the first letter of the hospital, for example **F** for Falmouth and then press the **F1** key , – all the hospitals beginning with that letter will be displayed. For St Austell or St Michaels drop the ‘St’ and enter either **A** or **M**.

D = Department	From prompts, select create tracer
Date	Press the return key for today's date.
Tracer Type	Type D for Department and press the return key (press the F1 key for help).
Hospital/Unit	Type the Hospital code where the notes are being sent and press the return key (press the F1 key for help).
Ward/Dept	Enter department code (press the F1 key for help).
For Use By	Not mandatory but if known please enter the username, then press the return key.
No of Vols	Enter as appropriate, for example 1 o f 1, 2 o f 2, 3 o f 5 etc (F1 for help). If it is an episodic folder enter 1 o f 1 (press the F1 key for help).
Comments	Add a coded comment if applicable, for example type S for Secretary and press the return key (press the F1 key for help).
Comments	Free text field, – Type any relevant comments, then press the return key. Type Ay to Accept, then press the return key.
I = Inpatient	From prompts, select create tracer.
Date	Press the return key for today's date.

Tracer Type	Enter I for Inpatient (press the F1 key for help).
Hospital/Unit	Enter the Hospital code where the notes are being sent (press the F1 key for help).
Ward/Dept	Enter ward code (press the F1 key for help). All ward codes begin with the hospital code e.g. Lowen ward would be T R L O W . Therefore to quicken your search for a ward enter the hospital code + the first letter of the ward e.g. T R L then F1 – only wards beginning with the letter entered will be displayed.
For Use By	Enter the consultant code the patient has been admitted under.
No of Vols	Enter as appropriate, for example; 1 o f 1, 2 o f 2, 3 o f 5 etc (F1 for help). If it is an episodic folder enter 1 o f 1 (Press the F1 key for help).
Comments	Add a coded comment if applicable (press the F1 key for help). If the notes are being sent to a ward prior to the patient being admitted the comment TCI (to come in) must be entered in this field.
Comments	Add a free text comment if necessary, then press the return key. If TCI is entered into the first comment field a date for admission should be entered into this field. Type Ay to Accept, then press the return key.

Any notes being sent for a clinic **MUST** have the tracer type of **O** for Outpatient, **NOT** **C** for Consultant or **D** for Department

O = Outpatient	From prompts, select create tracer
Date	Press the return key for today's date.
Tracer Type	Type O for Outpatient and press the return key (press the F1 key for help).
Hospital/Unit	Enter the Hospital code where the notes are being sent then press the return key (press the F1 key for help).
Clinic Code	Enter the clinic code, for example P Ay R S W / 4 C F , and press the return key.
Date	Enter the date of the Outpatient clinic, and press the return key.
No of Vols	Enter as appropriate, for example; 1 o f 1, 2 o f

2, 3 o f 5 etc (press the **F1** key for help).
If it is an episodic folder enter 1 o f 1 (press the **F1** key for help).

Comments

Add a coded comment if applicable (press the **F1** key for help).

Comments

Add a free text comment if necessary, press the return key.

Type **Ay** to Accept, then press the return key.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=201>